

JUNE 2004 WORKSHOPS

CTC

Career Transition Center

MON	TUE	WED	THU	FRI
	1 Skills Transference Workshop 9-1 Informational Workshop 9-10:30	2 Resume Preparation 8-12 Networking Workshop 10-1	3 Interviewing Techniques 8-12 Hidden Labor Marker 9-1	4 Internet Job Search Club 10-12
7	8 Skills Transference Workshop 9-1 Informational Workshop 9-10:30	9 Resume Preparation 8-12 Networking Workshop 10-1	10 Interviewing Techniques 8-12	11 Internet Job Search Club 10-12
14	15 Informational Workshop 9-10:30	16 Resume Preparation 8-12 Networking Workshop 10-1 Job Search Workshop 9-12	17 Interviewing Techniques 8-12	18 Internet Job Search Club 10-12
21	22 Skills Transference Workshop 9-1 Informational Workshop 9-10:30	23 Application Completion and Resume Preparation 8-12 Networking Workshop 10-1	24 Interviewing Techniques 8-12 Hidden Labor Market 9-1 Job Search Workshop (Spanish) 9-12	25 Internet Job Search Club 10-12 Veterans Workshop 8-12
28	29 Skills Transference Workshop 9-1 Informational Workshop 9-10:30	30 Resume Preparation 8-12 Networking Workshop 10-1		



**To Schedule a Workshop
(Except for Job Club)
Please Call (562) 570-3799**



NOTE: Workshops are subject to cancellation. Scheduled customers will be notified of changes and calendar revision. As to not distract from the content of the workshops, we ask that you not bring your children to these activities. The CTC invites you to access free on-site childcare through "The Children's Collective" while attending workshops or engaging in your job search.

Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities. TDD(562)570-4629

WORKSHOPS

To make a reservation, please call (562) 570-3799

Job Search Workshop

Go from A to Z on looking for work

Starting with barriers to employment. where to look for work. attitude. resume and interviewing skills.

Job Search Workshop (In Spanish)

Una Session Para Buscar Trabajo (En Español)

¿Necesita ayuda con su curriculum? ¿Necesita ideas para contestar preguntas en la entrevista o en las aplicaciones?
¿Necesita algunas ideas para tomar exámenes?

Internet Job Search Club

In these times, the Internet can be key to unlocking job search secrets. Come learn how to use the Internet as an effective research tool and network with other job seekers

Resumé Preparation

Development of resumes that work.

Resumes have changed significantly in the last decade. Their purpose is different; their formats are transformed. Often job seekers fail to convey what they offer an employer because they are attached to a resume style that is obsolete. In this session, learn the latest information about how to create resumes that convince potential employers in the new world of work.

Interviewing Techniques

Sharpen your interview skills

The best-qualified candidate can lose the job opportunity to someone who excels in the interview. Once your resume package and pre-interview skills put you before an employer, your success in the interview will probably determine whether or not you are offered the position. In this session, learn how to "shine" during the selection process.

Veteran's Workshop

Information of VA eligibility, education programs, veteran ID cards, medical, compensation and pension services, women's veteran programs, home loans, inpatient/outpatient services, and CalJobs enrollment.

Skills Transference Workshop

Designed to assist you with the identification of your skills and how to transfer them to the current labor market using the Dictionary of Occupational Titles and O*net.

Tapping Into The "Hidden Labor Market"

Designed to equip you with the necessary tools to discover employers who traditionally do not advertise their job openings. Learn the script used to obtain job interviews, filing applications, etc.

Essential Skills

Designed to enable you to have the knowledge as to job retention. How to relate to co-workers, supervision, management, etc. Knowledge of "Dress for Success"!

Networking Skills

Job referrals, reverse job fairs, positive recruitments provided.
Connecting with other attendees for various job leads.